

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Putnam County Educational Service Center, Ottawa, Ohio 4:30 p.m., Tuesday, April 20, 2010

Board: Virginia Schroeder, Keith Kahle, Beth Myers, Janice Crawfis, Mary Lieb, Dale Nienberg, and Ginger O'Malley

Administration: Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

Public: Rose Ellerbrock, Don Schroeder, Teryn Barnhart, Sydney Barnhart, Sue Barnhart, Evan Parker, Judi Parker, Ruth Wilhelm, Connie Radabaugh, Colleen Sager, and Beverly Ricker

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the March 16, 2010, regular meeting were approved, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the March 29, 2010, special meeting were approved, on motion by Virginia Schroeder and seconded by Mary Lieb. All voted yes on the roll call vote.
- C. **SPECIAL MINUTES.** The minutes of the March 30, 2010, special meeting were approved, on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote except Mary Lieb and Janice Crawfis who abstained.
- D. **FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Janice Crawfis, seconded by Virginia Schroeder. All voted yes on the roll call vote.
- E. **PETTY CASH REPORT.** The petty cash report for March was presented noting that fines and fees revenue was \$1,033.56; copy revenue was \$753.25 and miscellaneous revenue was \$67.50.
- F. **GIFTS.** Accepted March memorials of \$500.07; donations to Local History were \$60.50; donations to the Summer Reading Club were \$385.00 as listed on the petty cash reports, on motion by Mary Lieb and seconded by Dale Nienberg. All voted yes on the roll call vote.
- G. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report). In addition to the attached report the Director discussed that we are in the process of making corrections to the SIRSI catalog system.

NEW BUSINESS

- H. **COPIER PURCHASE.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to purchase a new staff copier from Friends Business Source for \$4,079.00. The copier has the capability to network print/scan and fax. All voted yes on the roll call vote.

- I. **SALARY SCALE FREEZE.** Tabled until Finance Committee could meet to discuss the matter.
- J. **CHILDREN OF EMPLOYEES PARTICIPATING SUMMER READING PROGRAM.** Motion was made by Ginger O'Malley and seconded by Virginia Schroeder to allow all children including those of PCDL employees to participate in the Summer Reading Program and be eligible to win prizes provided winners of the prizes are selected by someone from the general public and not an employee. All voted yes on the roll call vote.
- K. **VACATION LEAVE FOR AUDREY KIMMET.** Fiscal Officer, Nancy Stauffer discussed with the Board the unique situation for calculating Audrey Kimmet's vacation leave for 2009 due to the September 2009 layoff. Motion was made by Janice Crawfis and seconded by Beth Myers to calculate Audrey Kimmet's prorated one week vacation leave for 2009 by adding all hours worked in 2009 and dividing by 52 weeks. All voted yes on the roll call vote.
- L. **EXECUTIVE SESSION.** Motion was made by Dale Nienberg and seconded by Beth Myers to go into executive session at 5:35 pm to discuss personnel issues. All voted yes on the roll call vote.
- M. **EXECUTIVE SESSION.** Motion was made by Dale Nienberg and seconded by Virginia Schroeder to come out of executive session at 6:34 pm. All voted yes on the roll call vote.
- N. **INTERVIEW TEAM FOR ADMINISTRATIVE ASSISTANT POSITION.** Motion was made by Beth Myers and seconded by Mary Lieb to create an interview team for the administrative assistance's position to include Keith Kahle, Ginger O'Malley, Kelly Ward, and Nancy Stauffer. All voted yes on the roll call vote.
- O. **CRIMINAL BACKGROUND CHECK.** The Director discussed with the Board that the cost of Ohio background check is \$32 and the FBI check is \$34 if we use the Educational Services Center. Janice Crawfis commented that only the finalist for each open position would need a background check. Dale Nienberg commented that he does not know of any agency that pays for the cost of the background check. The cost is paid by the employee. Dale is in favor of having both the Ohio and FBI checks done. Ginger O'Malley commented that as a substitute teacher and volunteer she pays the cost of the background checks herself. Motion was made by Dale Nienberg and seconded by Beth Myers requiring all new hires to have both an Ohio and FBI background check at the employee's cost. Employment is contingent on the outcome of the background checks and review of the results. All voted yes on the roll call vote.
- P. **PERSONNEL MANUAL REVIEW.** The Director led the discussion of proposed modifications to the Employee Policy and Procedure Manual. The Director asked the Board to review the contents of the manual one last time.
- Q. **SPECIAL AND COMMITTEE MEETINGS.** Special Meeting to discuss finances was set for May 13, 2010 at 1:30 pm. Fundraising Committee meeting was set for May 13, 2010 at 12:30 pm. The Personnel Evaluation committee will meet again after the Director and Fiscal Officer review their job descriptions.

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REPORT OF BRANCHES AND FRIENDS: The Director reported that the Continental Community Library Association will be have a book sale April 21, 22, and 24 at the Continental Library Location.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: none

COMMENTS FROM THE PUBLIC.

Name	Comment
Sue Barnhart	Remarked on content of the recent letters to the editor and the related on line responses.
Rose Ellerbrock	She stated that the Board needs to have a discussion of departmental seniority on the next meeting agenda. She stated that seniority should be spelled out in the employee manual in order to protect the employees.

ADJOURNMENT. There being no further business the meeting was adjourned at 8:07 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, May 18, 2010, at 4:30 p.m. at Ottawa Library Location.

Secretary

President